Instructional Assistants – Full-Time & Full-Time

Open Positions: Instructional Assistants
Reports to: Director of Early Learning Center/Extended Day and Director of Special Programs
Direct Reports: N/A
FLSA Status: Non-Exempt
FT/PT: Both
When Needed: 2014-15 SY

St. Thomas School is seeking full- and part-time Instructional Assistants to help us advance our vision of being a recognized leader in early childhood through 8th Grade education. We’re looking for an energetic individual who can adapt quickly to changing circumstances, an individual who works effectively independently as well as part of a team, and who is passionate about teaching to elementary-school aged children and enhancing student life. If that sounds like you, we’d like to hear from you! Pay is competitive with public and independent schools. STS offers an excellent benefit package, opportunities for professional development, and an extraordinary work environment.

Who We Are:
St. Thomas School, a non-sectarian, Preschool through Eighth Grade school, is one of the oldest independent schools on the east side of Lake Washington. St. Thomas School’s educational journey is defined by a cognitively rigorous program with an emphasis on developing character, leadership, and a passion for learning and achievement. Our mission is to develop responsible citizens of a global society. STS is a recognized leader in developing the whole student. Our core values include gratitude, responsibility, respect, courage, integrity, tolerance, compassion, perseverance, and generosity. STS serves over 300 students and boasts a 55,000 sq. ft. LEED Gold certified campus.

Job Summary:
Under close partnership with, and at the direction of, the Director of the Early Learning Center/Extended Day, and with supervision provided by the Director of Special Programs, supports the delivery of the school’s Extended Day program during after-school hours. The Instructional Assistant is evaluated by the Director of the Early Learning Center/Extended Day.

Specific Responsibilities:
- Becomes familiar with the overall program and related resources and materials so that s/he can actively assist in learning activities
- Works with students in small groups, individually, or as a whole group
- Assists in general supervision of students
- Supervises the playground and other common areas as assigned, following established rules and discipline, and reporting notable student behaviors
- Creates learning experiences that transcend the school day and are within an after school environment
- Communicates regularly with the academic Directors and plans together in order to understand how to best use his/her skills and meet the needs of students
- Remains informed about events and developments at the school through the weekly newsletters of teachers and through the Office News and other bulletins
- Registers with the Department of Early Learning Merit system and maintains Merit records in compliance the licensing of the Extended Day and Early Learning Center programs
- Participates in beginning and end of year Professional Development days
- Vigorously engages in his/her own professional development
Specific Responsibilities (Cont’d):
• Establishes and cultivates community relations by maintaining open and candid dialogue with all of the school’s constituencies
• Is familiar with and complies with all policies and regulations as put forth in the school’s documents
• Since safety and security are everyone’s responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
• Performs other duties as assigned

Required Education, Training & Experience:
• High School Diploma or GED
• Bachelor’s degree in Education, Early Childhood Education, or a related field from a 4-year college or university preferred
• Current certification in CPR and First Aid
• Experience working with children ages 2 through 5 (classroom, summer camp, tutoring)

Required Knowledge, Skills & Abilities:
• A strong desire to work with young children and to acquire a deep understanding of developmental stages of growth
• Familiarity with the Reggio Emilia philosophy is a plus
• Flexibility and adaptability to meet the needs of the children and program
• Flexibility to work with a number of faculty and staff members in an ever changing environment
• Excellent verbal and written communication skills
• Ability to maintain confidential information
• Ability to work efficiently in a Microsoft Windows environment using Microsoft Office, master common automated systems for record keeping, and learn new technology
• Ability to work and communicate well with all levels of faculty and staff
• Ability to work and communicate well with students and their parents

If this sounds like you, please submit an application for employment (available on the STS website at www.stthomasschool.org), your résumé, and a cover letter explaining why you are interested in this position via email to careers@stthomasschool.org or by mail to St. Thomas School, Attention: Careers, 8300 NE 12th Street, Medina WA, 98039. Thank you for your interest in St. Thomas School.

The position is open until filled. No phone calls please.